

**Minutes of the APSUO Steering Committee Meeting  
Held on October 10, 2002, at Argonne National Laboratory**

**Attendees:**

J. Andrew, J. Budai, L. Chen, J. Day, S. Durbin, R. Gerig, M. Gibson, D. Haeffner, L. Keefe, R. Klaffkey, D. Mills, S. Muchmore, T. Rauchas, S. Sinha, S. Strasser, R. Torres, M. Vigliocco-Hagen, and P. Zschack.

**Routine Business:**

Paul Zschack called the meeting to order and asked the group to review the minutes of the July 18, 2002, meeting. Zschack requested that an action item be added to the minutes regarding the top-up vs. non top-up operations time. With that addition, the minutes were approved.

**Action Item from July meeting:**

The subject of 25% non-top-up time for the FY 2003 schedule should be looked at very closely. The item will be addressed during the operations/maintenance update portion.

**Light Source Directors' Vision:**

Murray Gibson briefed the group about the policy statements that the four DOE light source directors were asked to develop. The statement will provide a common vision and policy for user access to light sources, as well as a long-range vision. Draft statements have been prepared, and will be circulated to the user community as soon as DOE's initial comments have been received. It is anticipated that this exercise will help to develop initiatives and articulate issues that will be useful to light sources.

**Scientific Advisory Committee and Sector Reviews:**

Gibson stated that a proposed policy for the Scientific Advisory Committee (SAC) was distributed at the last meeting and comments have been received. It is anticipated that the draft policy will be finalized at the first SAC Meeting to be held in January 2003.

The SAC has been appointed on the basis of recommendations from the CATs and the staff, and its 14 members encompass a broad range of specialties and experience. The SAC also includes former PEB members and the APSUO Chair *ex officio*. Members will serve a two-year term. Mike Rowe will be the first chair.

The SAC role will be to evaluate the scientific output and facility utilization for all APS sectors, examine performance, and recommend appropriate beam time allocation for existing CATs. Letters of Intent and scientific proposals for new and reconstituted CATs

will also be evaluated. The SAC will provide advice to and review decisions by APS management on special operations support for CATs, will review Special Program Proposals which request 10% or more beam time per year on any sector, and will assist the APS with development of policies and other issues as appropriate.

The Sector Review Panels (SRPs) will review each sector in a stand-alone one-day review. A SAC member will chair each SRP with at least six scientists including two from outside the mainstream synchrotron field. Three reviews are set for November (CMC, DND, and MU). Normally, a sector will be reviewed every three years.

### **Web Pages, Publications and User Survey:**

Gibson thanked the task force and all who contributed to making the new APS web pages a success and meeting the DOE October 1, 2002, deadline. While this is a great step forward, there is still more work to be done in this area. Suggestions and comments are welcome and may be forwarded to the task force chair, Jonathan Lang, at [lang@aps.anl.gov](mailto:lang@aps.anl.gov).

Gibson reiterated the importance of giving the APS credit for all publications and reporting these publications to the APS. Rick Fenner conducted a meeting with CAT staff to gather information and offer advice and assistance regarding the reporting of all APS publications.

Another user survey will be conducted this year. The DOE-BES report requests that standard questions be used for the survey. As in the past, more specific questions will be added to further enhance the survey. Paul Zschack, on behalf of the APSUO, will coordinate the questions with the APS. Input from users on the value of the survey is welcome.

### **APS/Resident User Monthly Meeting:**

The first of the APS/Resident User monthly meetings will be held on November 8, 2002. Gibson, Zschack, and John Quintana have met to discuss the agenda. It was decided that the meetings would be one hour long plus a 30-minute discussion period. Discussion topics for the first meeting include updates on the facility budget, the new XOR Section of the Experimental Facilities Division, Operations, and the General User Program.

### **Operational Support for BES CATs:**

Denny Mills gave the group an update on the status of operational support for BES CATs. He announced that SRI-CAT would be dissolved effective January 1, 2003, and would become the X-ray Operations and Research Section (XOR) of the Experimental Facilities Division. George Srajer will outline this change later in the meeting.

Operational support for sectors 7 (MHATT), 8 (IMM), and 20 (PNC) will be provided by the APS. The BESSRC-CAT transfer timetable will be determined at a later date. Operational support for the other BES-CATs will remain in BES outside APS for now.

### **X-ray Operations and Research Section (XOR):**

As Mills announced earlier, SRI-CAT would become the X-ray Operations and Research Section as of the first of the year. George Srajer provided further details of the transition. While the organization will continue to develop instrumentation and technique, new goals will be to increase public access to beamlines, provide operational support for BES beamlines, and to insure continued growth of scientific productivity.

It is anticipated that this new organization will provide a balanced approach between facility broad-based x-ray techniques with standardized equipment and efficient operations and selective programs with a specialized need for APS characteristics.

Sectors 1-4 now provide 50% of time to general users. Starting October 1, 2003, 80% of time will be allocated to general users.

### **Operations Update:**

Tony Rauchas briefed the group on the latest operations information. The final run of the fiscal year was record setting! The number of unique users grew to 2299 (15% increase over FY01), and the number of ESAFs grew to 1634, a 12% increase over FY01. The current user run incorporates an even lower horizontal emittance with the design of 8.2 nm-rad > low emittance of 3.95 nm-rad>, and planned emittance of 3.0 nm-rad. The January-April run will include a week of operation at 110 mA and a week of operation in a multi-bunch mode. Studies are still ongoing to determine the optimum storage ring parameters for multi-bunch operation.

A workshop on future machine operating modes is scheduled for November 6 to determine operation modes for June 2003 and beyond, cooperatively with users and machine physicists. This topic will be discussed at the next TWG.

A revised beamline guide has been posted on the web. Users are asked to review the revised pages and send corrections to Mohan Ramanathan.

### **Central Beam Time Scheduling:**

Roger Klaffky discussed the newly formed Beamline Information/Centralized Scheduling Task Force. The committee's objective was to come up with a centralized management system for beamline scheduling to maximum the use of the facility's more valuable resource – beam time. The central system will allow the APS to manage this resource at both facility and CAT-operated sectors. The APS proposes to develop a secure schedule database that will permit the APS and CATs to work together to optimize beamline utilization. When fully automated, this system will allow beamline personnel to provide

updates to their schedules by uploading into the scheduling database from a standard APS-provided template that they maintain for their individual beamlines.

Checkpoint stations will be located at each beamline. The new system being introduced will allow floor coordinators to scan each checkpoint and enter the status (shutter open, etc.) The users will post a card when the station is operating and is unattended. The intent of this system is to avoid a situation where the shutter is closed, no one is around, and no one knows what is supposed to be going on.

### **General User Program and Process:**

Susan Strasser briefed the group on the new General User Proposal System. All General User proposals must be submitted through the central web-based system. For fast turnaround time, proposals for macromolecular crystallography will be evaluated by at least two reviewers through an electronic system. All other sciences will be evaluated by one of six Proposal Review Panels (PRPs), which meet a week after the proposal submission due date. Proposals will be allocated to various beamlines by one of two Beam Time Allocation Committees (BACs), which consider review scores given by the PRPs and CAT technical input. Scheduling will be done at the beamline level.

For Run 2003-1 (January 29-April 30, 2003), proposals are due November 1, 2002, with the PRPs meeting on November 8, 2002. BACs will meet on November 15, 2002, and proposers will be notified and beamlines will receive allocations during the week of November 18. The beamline staff will interact with proposers to schedule experiments.

Steering Committee members were asked to look at the new proposal system on the web and provide comments.

### **Washington Interactions:**

Paul Zschack and Steve Durbin reported on their recent trip to Washington, D.C. While there, they met with Judy Biggert to discuss her current bill that would increase the OS budget by 15% each year. An e-mail was recently sent to each user, expressing the need for all to get involved in this very important matter.

### **Executive Session:**

BAC Chairs:

The first item discussed was the appointment of chairs for the BACs. Bob Fischetti was appointed as the chair for the Macromolecular Crystallography Committee and Jon Tischler as the chair for the Other Sciences Committee. Paul Zschack will contact these individuals to notify them of their appointments.

12<sup>th</sup> Users Meeting:

The 12<sup>th</sup> Users Meeting was discussed at length. The first topic focused on having an appropriate speaker for the morning session. Suggestions were Judy Biggert, Roy Orbach, someone from the Illinois Governor's Office, or a nanotech supporter from Illinois. Steve Durbin will meet with his committee (Lin Chen, Dean Haeffner, and Lisa Keefe) within the next few weeks to discuss the subject of a keynote speaker, as well as to identify the workshops and workshop chairs.

The location of the Poster Session is an issue. Possibilities include the library or somewhere on the experiment hall floor. The posters should be on display for the duration of the meeting with prizes offered for graduate students' posters.

The Compton Award may be awarded every two years instead of at each yearly meeting. The opposite year could be devoted to a Young Scientist Award.

Also discussed was changing the timing of the Steering Committee meetings to make planning for the annual meeting easier. One suggestion was that the fraction of membership that turns over each year be changed. The Steering Committee bylaws will have to be revised.

#### Focus Groups:

Grass Roots groups are starting around the ring. It is felt that these groups could provide advice to the Steering Committee. Questions that surfaced were how to recognize these groups, whether to invite these groups to Steering Committee meetings, and if they could run workshops at user meeting. This will be discussed further.

#### Issues to be discussed further:

- How to include publications related to the APS, but not done directly here, in the APS database
- How to include publications in the APS database if data is incomplete

#### Action Items:

- Ask Rick Fenner to present publicity plan at the next APSUO Steering Committee Meeting (APS)
- Solicit input on additional survey questions (all Steering Committee members)
- Create a survey question on keeping more beam during the week, a special need for crystallography (APS)
- Prepare a draft of bylaws change for next meeting regarding the changing of number of positions elected each year (APS)

#### Next Meeting:

The next meeting of the APSUO Steering Committee will be held on January 16, 2003.